



## Board Member Application

The Tiny Tots Club is a parent volunteer cooperative with a board that delegates, perpetuates, and communicates on behalf of the membership.

The TTC board members will each have powers and duties that generally pertain to their respective offices set forth by the bylaws. Each board member will be a volunteer and will serve for a full calendar year. Please see bylaws for more information regarding serving on the board.

**Board Member Officers:** (Please check office (s) that you would be interested in)

\_\_\_\_\_ **Meeting Coordinator** (schedules and runs TTC board meetings, announces upcoming meetings/agendas, maintains meeting minutes)

\_\_\_\_\_ **Budget Coordinator** (Sets annual budget with approval of the TTC board and Community Center, tracks incoming funds and outgoing expenses, purchases and replacement equipment)

\_\_\_\_\_ **Member Coordinator** (Maintains member roster, provides new member orientation information, manages suggestions/complaints, coordinates member discipline with TTC Board and Community Center, liaison with Community Center Staff)

\_\_\_\_\_ **Information Coordinator** (coordinates emails with Community Center staff, administers and maintains social media (Facebook) and Google groups, maintains facility calendar and bulletin boards)

\_\_\_\_\_ **Cleaning Coordinator** (Supervises room and toy cleaning, ensures members fulfill cleaning requirements)

\_\_\_\_\_ **Special Events Coordinators** (Plans and runs special events, parties and classes)

\_\_\_\_\_ **Multicultural Liaison** (translates documents, provides information to ESL members/potential members)

Name: \_\_\_\_\_ Member: Yes/No

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Children (names/ages): \_\_\_\_\_

Why do you want to serve on the TTC Board?

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Have you served on the board before? Yes/No

Please turn in at the Front Desk at the Community Center.  
You will be contacted by the McMinnville Community Center Staff.  
503-434-7310